

SUBJECT: An Ordinance approving reappropriation of \$30,000 from Project 47506, Financial System Enhancements to Fund 435, Project 10063, for improvements to the Ambulance Billing Office and a Resolution to set the scope of work and budget.

AGENDA OF: January 19, 2021

ASSEMBLY ACTION:

Adopted without objection

2-2-21 (BSP)

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *MB*

Route to:	Department/Individual	Initials	Remarks
	Originator	<i>Cy</i>	
	Public Works Director	<i>TBD</i>	7 JAN 2021
	Purchasing Officer	<i>Cy</i>	
	Finance Director	<i>Cy</i>	
	Borough Attorney	<i>CPA for N.S.</i>	
	Borough Clerk	<i>JRM 1/11/20</i>	<i>KB5</i>

ATTACHEMENTS: Fiscal Note: Yes X No
 Ordinance Serial No. 21-014 (2 pp)
 Resolution Serial No. 21-009

SUMMARY STATEMENT: The Ambulance Billing office is in need of a remodel to maximize unused space while still maintaining HIPAA compliance. Ambulance Billing staff occupy two small inner-offices in a suite also occupied by the Planning Department. In addition, the Finance Grant Coordinator is currently sharing an inner-office space with an Ambulance Billing employee. The Grant Coordinator is HIPAA trained, however it is more appropriate for the position work stations to be segregated into separate inner-offices.

To accomplish this task it is necessary to build a wall to segregate the Ambulance Billing staff from other employees. Cubicle dividers are not adequate as they are not sound proof. The new floor plan will keep confidential conversations between Ambulance Billing employees, insurance companies and patients from being overheard. It will also consolidate all equipment into one

room eliminating the need for multiple small printers in each inner-office suite.

As part of the remodel some new modular pieces will be purchased to complement the existing work station configurations and organize the space for maximum efficiency.

It is estimated that the project will not exceed \$30,000 and will be put out to bid upon approval of this legislation.

RECOMMENDATION OF ADMINISTRATION: Approve this legislation.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: January 19, 2020

Subject: An Ordinance approving reappropriation of \$30,000 from Project 47506, Financial System Enhancements to Fund 435, Project , 10063-4200 for improvements to the Ambulance Billing Office and a Resolution to set the scope of work and budget

ORIGINATOR: Cheyenne Heindel

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED <u>\$30,000</u>	FUNDING SOURCE <u>Misc Capital Projects</u>
FROM ACCOUNT # <u>480.00.000 4xx.xxx</u>	PROJECT # <u>47506</u>
TO ACCOUNT : <u>435.00.000 3xx.xxx</u>	PROJECT # <u>10063</u>
VERIFIED BY: <u>Cheyenne Heindel</u>	CERTIFIED BY:
DATE: <u>1-8-21</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	<u>30.0</u>					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>30.0</u>					
TOTAL	<u>30.0</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Cheyenne Heindel DATE: _____
 APPROVED BY: _____ DATE: 1/8/2021

Resolution Serial No. 21-009
Ordinance Serial No. 21-014
IM No. 21-021